

COMMUNICABLE DISEASE PREPAREDNESS COMMITTEE (CDPC) MINUTES

MARCH 12, 2013 – DRAFT

ACADEMIC RESEARCH BUILDING C, ROOM 110

Attendees:

Tammy Anthony, Auxiliary Services; Minerva Baumann, Univ. Communications; Johnny Carrillo, Fire Services; Benjamin Diven, Campus Health; Katrina Doolittle, Environ. Health & Safety; JoAnne Dupre, Research Biosafety; Shelly Duran, Sodexo; Rose Leyva, NM Dept of Agriculture; Stephen Lopez, Police Department; Lori McKee, Health & Wellness; Cornell Menking, International Programs; Michael O'Larey, Intercollegiate Athletics; Andrew Pena, Human Resources; Dwayne Wisniewski (?), Sodexo; Janet Witte, SW Border Food Safety & Defense Center

I. Call to Order and Introductions

The quarterly meeting of the CDPC was called to order by Co-chair Katrina Doolittle at 3:00 pm. Co-chair Lori McKee was introduced to new members. As part of the Continuity of Operations Planning (CoOP), the Co-chairs ensure that the CDPC continues to function in the event of illness. Introductions continued, with each attendee stating his or her name and the NMSU division represented.

II. Minutes of the December 11, 2012 CDPC Meeting

The minutes were distributed to CDPC members electronically before the meeting. Chair Doolittle called for comments or corrections. A motion was made and seconded to approve the minutes as written. A vote was taken, and the motion passed unanimously.

III. Old Business

1. Continuity of Operation Plans

- a. Updated CoOP - Several animal facilities, including the Biology Department and the Fish & Wildlife Research Unit, submitted CoOP through the Institutional Animal Care and Use Committee (IACUC). The CoOP provides disaster planning to comply with requirements for the Office of Laboratory Animal Welfare (OLAW) and USDA. The IACUC will review these plans again during the semi-annual meeting in April. It was noted that one animal research CoOP was extremely thorough. The IACUC will be informed that facilities can adopt more detailed plans than the procedures supplied by the basic university CoOP template. The CoOP template was structured at a basic level that would apply to many office departments; the template can be expanded with more detail for research areas. The more thorough plan will be recommended as guidance for the animal care facilities. To meet OLAW requirements for research funding, the animal care plan must describe how the animals are handled, how they are euthanized, and all aspects of the animal care and management.
- b. CoOP updates needed - Attendees were reminded that the CoOP should be updated every two years or as the line of succession changes. The list of departments needing updated CoOP is given in the agenda as a reminder. Dr. Doolittle can provide copies of previous submissions to assist CDPC representatives with updating.

A copy of the previous CoOP for International Programs will be sent to Dr. Menking, and a copy of the previous CoOP for Human Resources will be sent to Mr. Pena.

The Police Department maintains a larger emergency plan that includes lines of succession for continuity of operations, and will provide a copy to the CDPC Chair.

c. Submission needed

- i. SW Border Food Safety & Defense Center
- ii. Office of Research
- iii. Provost's Office, President's Office – Emergency Planning maintains lines of succession for these offices, as well as CART command and resource personnel.

As part of emergency planning, the university maintains lines of succession for the executive leadership and resource personnel. The President's office maintains a line of succession six deep and the Provost's office is three deep. Contact information is distributed to the Central Administration Response Team (CART) and resource personnel. This is one level of continuity of operations planning.

NMSU policy requires that every unit must have a CoOP. For some academic departments, the CoOP simply identifies the line of succession; i.e., who is in charge, and who is the second contact; only those who are identified need to be here during "down time". Each department decides which personnel have essential functions that must be done in order for the university to continue to operate. Essential units must have a full CoOP. This represents a second level of emergency planning.

Most of the CDPC-represented units need a more detailed CoOP, and the essential functions need to be designated in the job descriptions. An example is Facilities & Services personnel who have functions during crisis situations; those personnel are expected to work during an emergency.

One of the changes to Policy 2.25, Emergency Preparedness, which was adopted in the February Admin Council meeting, defines the CDPC Chair as responsible for notifying Human Resources (HR) of "essential" positions. Dr. Doolittle will work with the HR office to set up the process. Information for this comes from the CoOP, which lists the essential functions, the personnel and contact information, and the position title. The essential functions associated with the position title should translate into the job description, which will provide the information to be submitted to HR for those people that are expected to respond under Policy 2.25. This process will be clarified in the next few months, before the next CDPC meeting. The semantics also need defined: "essential functions" of a position, such as "can lift 50 pounds", are not the same as an essential person who has a role during a disaster.

In summary, this committee serves to identify units that are essential and must have the full CoOP, e.g., CDPC member units. Some units such as the daycare, Myrna's Children's Village, and Head Start Program, participate because of their association with the school system. The Chair will continue to remind these units to update their CoOP regularly. The offices of the President and Provost represent another level of emergency planning, so these offices will be removed from future CDPC agendas.

2. Committee Charter – K. Doolittle – re-authorized UAC Feb12,2013

The CDPC charter was approved in 2006 by President Martin. The committee is now officially recognized as a university board. All of the positions are listed, so any changes will have to go through the President's office for approval. The quarterly meetings will continue and the Chair or Co-Chair will submit an annual report to the Chief of Staff.

3. Foreign student travel protocol

Campus Health worked with the Study Abroad program to develop the student travel protocol, and the process is going well. Before traveling abroad, students visit the Campus Health Center to receive recommendations for immunizations and other health matters specific to the country. Concerns still exist for faculty and staff traveling abroad who may not be aware that they should check with the Health Center when planning a trip. It would be considered a Worker's Comp issue if they were to contract an illness in a high-risk country. A similar program should be implemented for "working abroad".

A new issue involves participants in the Ecuador contract program. The insurance rider doesn't cover pre-existing conditions or hospitalizations, so difficulties arise with those who have complicated health situations. Examples are HIV-positive people, and those infected with *Helicobacter pylori*, a common gastrointestinal disease in many developing countries. It is also difficult for Campus Health to work with when changes are needed for prescribed medications, or when first line antibiotics are not effective. Another larger group is expected to arrive in May 2013, and the cost of the insurance policy will be affected by how it is being utilized. A student who arrives pregnant would not be able to get prenatal care on the insurance plan. These situations have not been encountered with international students, and Campus Health is very concerned about being able to meet the health needs of this unique group.

This is a model that the university will explore for more programs, and may need to be evaluated before groups from more countries are added. One of the first actions by these students is a visit to the health center; arriving from a third-world country, they have challenges that Campus Health may not be equipped to treat. They may need to go to an infectious disease specialist, and the insurance would not cover it because it is pre-existing condition. The VISA doesn't require a medical clearance, and the program selection process probably does not either. The students are a non-traditional, older population, 30-50 years old, many with chronic health conditions. Campus Health is just starting to get insurance payments and will see what is disallowed. This group is here until August. CDPC Co-Chair Lori McKee will get more information after meeting with Sarah, the Ecuador program coordinator, and will organize a meeting to discuss impacts and protocols with those involved, including Dr. Menking, Dr. Doolittle, and Housing. For this special contract program, the students were given a pseudo-ID for Banner; they are not attending regular classes. The program is set up like a "camp", with specialty classes, using our facilities and food services. Four other universities have this program; we may be able to find out what solutions they are developing for these same issues. The group coming in May will put a strain on Campus Health resources, since they operate with reduced staff in the summer. At this time, Campus Health personnel recommend further discussion of the needs before expanding this program.

For all those involved with Study Abroad, Campus Health reported a shortage of injectable typhoid vaccine. The oral vaccine is available.

Concerning Spring Break travel, not much has been heard by Police or Campus Health to advise students going abroad. Some kidnappings have occurred in Mexico, and a novel norovirus is sickening people in Europe. WAVE and the Health Education team are planning “Safe Spring Break” activities for next week. STDs are an ongoing concern at NMSU. CDPC members suggested preparing an educational bulletin with information from the Department of State website.

4. Health disaster tabletop — update from J. Witte

The subcommittee met last Friday (March 8, 2013) to prepare a tabletop exercise involving *Salmonella* illnesses, scheduled for July 22. Staff from the Department of Health are putting the exercise together. Scenario development is crucial to be able to include as many campus groups as possible, as well as far-reaching entities such as the county extension offices, the state veterinarian and animal management facilities. In order to involve core people in the planning process, Kelly Hamilton in Janet Witte’s group is organizing a list of contacts for NMSU units that will participate, including Steven Lopez (Police), JoAnne Dupre (Research Biosafety), Connie DeBlick (NMSU Nursing), and the NMSU President, key executive staff, and emergency planning group. Dr. Doolittle provided a list of participants from the 2008 tabletop to help identify other departments to include. Lori McKee with Campus Health is working with Denise Welsh to set up technology capabilities at Milton Hall, including a web link, Adobe Connect and audio/phone connections, and possibly overflow classroom viewing locations so that the exercise can be observed for training and disaster drills. Approximate numbers are needed to plan the media resources and room space that will be required for this. A meeting will be planned to practice the media set up for the live scenario. It is very realistic that technology will be used in a crisis situation to connect with state officials, as was seen when telecom links were used during the peanut/pesticide incident in 2011.

The tabletop will be planned for the afternoon on Monday, July 22 to allow sufficient time for organization of the components and arrival of people traveling from other parts of the state. The exercise will take three or four hours, with additional time to debrief. A written record of the exercise and feedback will be available to participants.

Janet Witte can send updates and announcements to Dr. Doolittle for distribution to the lists of major departments and essential personnel. More detail will be discussed at the CDPC meeting in June.

IV. New Business

1. Revised Emergency Preparedness Policy – Feb UAC – K.Doolittle

The Policy Manual was updated March 11, 2013 to define roles and responsibilities of NMSU entities, including a section on the process to notify Human Resources of essential positions. Non-NMSU entities, such as Early College High School and NMDA, are not included. The section describes how the positions called out by HR will be

handled in an emergency event. The updated NMSU Policy Manual can be reviewed online.

2. Campus Health Center update - B.Diven

The flu season this year has been mild, with thirty six lab-confirmed cases of flu in January and February 2013, and one case so far this month. Campus Health expects to see a few more, but the numbers are declining. Viral gastroenteritis cases swept through here, but the numbers now seem to be tapering off.

Campus Health received an overwhelming response to the Heart Healthy Month Lipid special. A second event was quickly organized, and registration filled up within two hours of the announcement. No other testing events of this kind are planned for this spring, even though many people have called to ask about it. It appears that this offering of preventive health testing was viewed as a popular way for people to stretch their health care dollars. Campus Health will reevaluate the program offering for next February.

3. Items from members

Emergency Preparedness: Stephen Lopez reported that a permanent conference call patch was set up through ICT for use during disasters to connect with officials and legislators around the state. The information will be printed for distribution to CART personnel. Five or six people will have initiator capability. This will be included as an appendix in the All Hazards Emergency Operations Preparedness manual so the information will be available in several places.

Disaster notifications: The emergency sirens on campus will be discontinued for several reasons. Many people never hear them, and only one is currently working; the second siren will cost tens of thousands of dollars to repair. The electronic notification system that sends messages to campus phones, cell phone calls and texts, and email is fast and efficient. Students and staff will be reminded to update the emergency contact information so they can receive these notifications.

Active Shooter Preparedness: NMSU will be the site of an Active Shooter Interactive Exercise. This regional, full-scale exercise, geared for K-12 schools, was initiated by Las Cruces Public Schools with the Office of Emergency Management and will be performed at Arrowhead Early College High School. A seminar and workshop is being planned for this fall for resource personnel; a tabletop exercise will be scheduled next spring, and a full exercise will occur in Fall 2014. At least one local hospital wants to receive “patients” from the exercise. More details will be sent NMSU-wide later. DACC is planning to have a student demonstration exercise on April 5th. A high school in El Paso is having a large exercise today.

Tobacco Free Campus Initiative: A survey by Campus Health to determine support for designating the NMSU campus as “Smoke Free” received more than 1300 responses from faculty, staff, and students, with about 72% positive replies. Some complaints were received because the “survey” was actually a petition; respondents were asked to give their Banner ID to block non-NMSU responses. The initiative is moving forward toward a policy change, possibly in 2014. The system-wide change is being planned in conjunction with the College of Health and Social Services as part of a grant opportunity for smoking cessation programs. UNM has designated “smoking areas”, while some

other schools have “tobacco-free” campuses; however there is no policing or criminal violation associated with this. Current policy regards smoking as an HR issue, with supervisor responsibility to manage any complaints. State law established a no smoking zone within 50 feet of building entrances, and NMSU can enforce that with a \$50.00 fine. Campus Health will look at other school models to gather information. CDPC members suggested referring to University of Missouri, UTR, and possibly UTEP as models.

Food recall notice: Dr Doolittle reported that she was alerted about a potential food hazard after she bought organic spinach at Sam’s. the store tracked the UPC system for customers’ emails, and she was sent a recall notice about the item.

The meeting was adjourned at 4:02 p.m.

Next meeting – June12 at 3pm